

DOL HUMAN CAPITAL STRATEGIC PLAN IMPLEMENTATION

Major Initiative	Milestone or Activity	Indicator	Accountability	Timeframe
A. Strategic Alignment				
A.1 Develop and regularly update the Human Capital Strategic Plan to support DOL's business goals and strategies.	A.1.1 Publication and distribution of DOL Human Capital Strategic Plan	Date of distribution and publication on LaborNet	HRC	Q1/ FY 2004
	A.1.2 Annual update of Strategic Plan	Date of distribution and publication on LaborNet of update	HRC	Q1 annually
A.2 Maintain Departmental support for human capital initiatives through a management cross-cut budget initiative.	A.2.1 Management cross-cut initiatives for FY 2004	Specific management cross-cut proposals approved for funding	MRB	Q2/ FY 2004
	A.2.2 Implementation of management cross-cut proposals.	Number of FY 2003 proposals successfully completed	HRC lead; Agencies for specific plans	Q2/ FY 2004
B. Workforce Planning and Deployment				
B.1 Complete five-year restructuring and consolidation initiatives.	B.1.1 Progress on implementation of restructuring and consolidation initiatives	Ratings on Agency Scorecards	Agencies for specific initiatives	Q1/FY 2004 and semi-annually thereafter
B.2 Issue additional guidance to managers to help them respond to personnel changes caused by competitive sourcing and restructuring initiatives.	B.2.1 Provide all managers with operational guidance on implementation of Career Transition Assistance and Placement Program	Date of distribution and publication on LaborNet	HRC	Q2/FY 2004
B.3 Enhance DOL's workforce planning and analysis capability.	B.3.1 Implement a human capital dashboard	Date dashboard available to all managers at their desktop.	HRC	Q4/ FY 2004
	B.3.2 Implement EHRI analytical reporting tools	Date analytical reporting tools launched	HRC	Q2/FY 2004
B.4 Implement DOL-wide e-Government initiatives to manage human capital strategically.	B.4.1 Implement e-Recruit tool	Date e-Recruit tool launched	HRC lead, Agencies participate in setting requirements and implementation	Q3/2004
	B.4.2 Implement automated classification tool that integrates with e-Recruit	Date automated classification tool launched	HRC lead, Agencies participate in setting requirements and implementation	Q4/2005
C. Leadership and Knowledge Management				
C.1 Maintain SES and mid-level management development and training programs based on succession planning needs.	C.1.1 Assess management development needs	Turnover analysis of supervisory positions	Agencies to set needs; HRC for data analysis	Q1/FY 2004 and annually thereafter
	C.1.2 Launch new SES candidate program	Number of candidates	Agencies and HRC	Q3/FY 2006
	C.1.3 Launch new mid-level management development program	Number of candidates	Agencies and HRC	Q2/FY 2007
C.2 Continue the MBA Fellows Program.	C.2.1 Select third MBA Fellows class	Candidates selected and job offers made	HRC lead, Agencies provide positions	Q3/FY 2004
C.3 Continue the mentoring program.	C.3.1 Solicit participants for mentoring program	Program announced and mentors and mentees selected	HRC	Q2/FY 2004
C.4 Launch the "DOL Supervisor's Toolbox."	C.4.1 Toolbox available on LaborNet	Toolbox published on LaborNet	HRC	Q2/FY 2004
C.5 Pilot the use of exit and entrance surveys.	C.5.1 Pilot of exit surveys will be conducted	Number of surveys conducted	Agencies	Ongoing in FY 2004, 2005
D. Results Oriented Performance Culture				
D.1 Increase diversity DOL-wide and increase specific representation in management and mission-critical occupations.	D.1.1 Prepare annual Affirmative Employment Plan based on guidance being provided by EEOC	Date plan submitted	HRC	Q3/FY 2004
	D.1.2 Prepare annual Federal Equal Opportunity Recruitment Plan and Disability Plan	Date plan submitted	HRC	Q1/FY 2004
	D.1.3 Evaluate effectiveness of current targeted outreach programs	Date evaluation completed	HRC	Q1/FY 2004
D.2 Link performance management systems to programmatic performance goals.	D.2.1 Launch common FY rating cycle for all employees	New rating cycle implemented	Agencies	Q1/FY 2004
	D.2.2 Conduct accountability review of the linkage of performance plans to mission goals at all levels of the organization	Percentage of employees with performance standards linked to organizational mission and goals	Agencies	Q1/FY 2004
D.3 Improve performance management and awards programs.	D.3.1 Monitor and report on use of awards	Bi-annual report produced on the use of awards.	HRC	Q1, Q3 FY 2004
	D.3.2 Prepare a report on best practices for awards programs	Report presented to MRB	HRC	Q3/FY 2004
	D.3.3 Develop recommendations to improve awards programs	Recommendations presented to MRB	HRC lead, agency participation	Q4/FY 2004
E. Talent				
E.1 Use competency models for a competency-based approach to training, recruitment and selection.	E.1.1 Launch of online competency assessment tool	Tool available online for supervisors and employees in mission-critical occupations	HRC	Q3/ FY 2004
E.2 Launch an online guide for HR practitioners and supervisors.	E.2.1 Publication of material on LaborNet or HR website	Material available online	HRC	Q2/FY 2004
E.3 Strategically use HR flexibilities and special hiring authorities to increase the talent pool.	E.3.1 Ongoing activity	Green rating on Agency Scorecards	Agencies	Q2/FY 2004
F. Accountability				
F.1 Improve DOL's accountability system by using a metrics plan, accountability reviews, and methods for measuring progress.	F.1.1 Conduct regular agency reviews using PMA based Agency Scorecards	Agencies rated on scorecards	HRC	Q2/ FY 2004 and semi-annually thereafter
	F.1.2 Implement a departmental HC Metrics System to evaluate HC programs	Metrics reports published on LaborNet	HRC	Q1/FY 2004 and quarterly thereafter
	F.1.3 Re-administer the FHCS	Survey completed	HRC	3Q/FY 2004
F.2 Share best practices across DOL, working together to resolve scorecard and other issues.	F.2.1 Collect agency best practices as part of Scorecard review process	Best Practices shared with agencies	HRC, in conjunction with agencies	Q3/FY 2004
F.3 Administer the Federal Human Capital Survey (FHCS).	F.3.1 To be sent to a sample of DOL employees biennially	Results of survey received	HRC and OPM	Q3/FY 2004 and biennially